Arslan Arshad

To work in an organization where I can polish my skills together with contributing towards organization growth and achieving all the stated targets assigned to me. Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.

arslaninbox1998@gmail.com

03052356410

House # 1220, Street # 06, Liaquat Ashraf Colony # 02, Mehmoodabad # 06, Karachi.

EDUCATION

Matric Science
Ideal Public Secondary School
2016 *Karachi*

Intermediate Pre-Enginerring
Nabi Bagh Z.M Govt Science College
2018 *Karachi.*

WORK EXPERIENCE

Data Entry
Panash Of Pakistan
11/2019 - 03/2020
Achievements/Tasks
- E-Commerce Website Uploading Data and other platform Daraz

Logistics Officer and Operation
MT Pharam
10/2021 - Present *Karachi.*
Achievements/TasksAchiev
- Managed functional areas of logistics.Collaborated with project managers to discuss procurement, logistics and service requirements for optimized purchasing power.
- Managed logistics assets for timely and cost-effective delivery of cargoes.Conducted audits to improve office logistics practices and procedures.
- Supervised logistics functions and operations.Detected and enforced improvement opportunities in supply chain.Collaborated with shipping department staff to facilitate smooth materials returns to correct vendors.
- Completed timely data entry of new orders, labeled containers and placed in accurate storage locations.
- Organized purchase and delivery of materials needed for various contracts.
- Produced weekly status reports detailing logistic operations and problems.

SKILLS

Webste Desiging | Web Development | PHP | Ms Office | Php Myadmin | Mysql | Installing and configuring | Computer Hardware | Software | Printer and scanner | Monitoring and Maintaining Computer Systems | Java | Firebase Connectivity / flutter | Android UI

PERSONAL PROJECTS

PC CENTER (01/2020 - 08/2020)
- Website Designing
- Computer All Accessories

ONLINE MALL MANAGMENT (02/2021 - 03/2021)
- MVC Frame Work Online Mall Management Categorise Moives, FoodCourt, Cinemas.

Lawyer Website (08/2021 - 09/2021)
- Database with PHP Myadmin
- Accroding to lawyer

Student Management System (02/2022 - 03/2022)
- Student Portal

CERTIFICATES

Alamgir Institute Enginerring & Technology (07/2018 - 10/2018)
MS Office, Graphic Designing, English Language

Nishan-e-Rah Institute
Typing Master, 30/30 WPM

Aptech Learning Institute (12/2019 - Present)
1st Semester & 2nd Semester mark sheet Certificate.

LANGUAGES

English
Limited Working Proficiency

INTERESTS

Circket | Running | New Paper | GYM